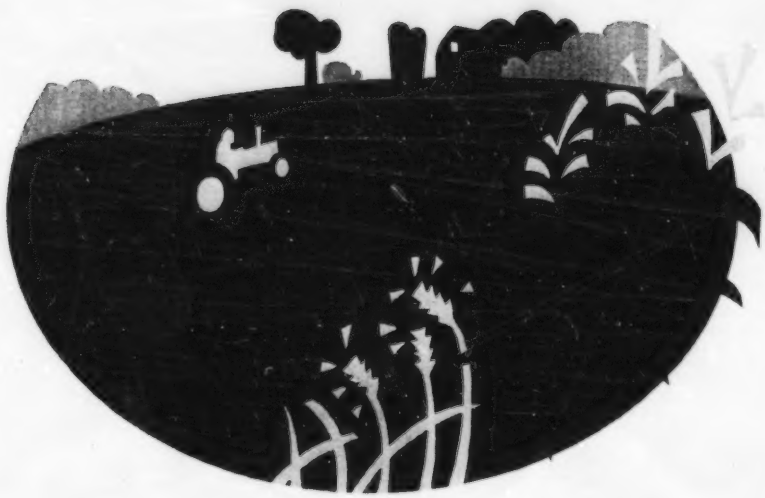
ONTARIO AGRICULTURAL SERVICES CO-ORDINATING COMMITTEE

MANUAL



SECTION ONE (of Three):

Co-ordination of Agri-food and Rural Research in Ontario

September 2000

Ontario

Ontario

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SECTION ONE: CO-ORDINATION OF AGRI-FOOD AND RURAL RESEARCH IN ONTARIO

1. INTRODUCTION

Agri-food research and service programs have existed in Ontario for over 100 years. Five experimental farms, one of which was located in Ottawa, were established in 1886, by the Royal Assent of the Experimental Farm Station Act. These experimental farms were established to serve the farming community and assist in the development of the Canadian Agri-food industry.

The last 50 years have brought tremendous opportunities and challenges in Ontario agriculture. The industry has met these challenges by being on the cutting edge of research and development.

We are moving at a faster pace than ever before. If the industry is to remain in the forefront of today's rapidly changing world markets, research is one of the keys to the future.

Agricultural research pays big dividends - close to $40 for every $1 invested - and benefits producers, processors, consumers and the provincial economy.

2. ONTARIO AGRICULTURAL SERVICES CO-ORDINATING COMMITTEE (OASCC)

2.1 Background

In 1965, the Ontario Agricultural Services Co-ordinating Committee (OASCC) was established to identify the research needs of the agriculture and food industry. OASCC reports to the Canadian Agri-Food Research Council through a designated representative.

Initially, OASCC had four research committees: Field Crops, Horticultural Crops Livestock and Soil & Water. Agricultural Economics, Agricultural Engineering, Food and Pest Control committees were added later.

In 1986, " and Services" was added to the names of all the OASCC research committees. "Air" was added to the name of the Soil and Water Research and Services Committee and the Pest Control committee became "Pest Management" Research and Services Committee. A new mandate and structure for the Food Research and Services Committee was approved in January 1990, and in 1993 its name was changed to the Ontario Food Processing Research and Services Committee.
The whole OASCC system was reviewed in 1998. Results of the review include: the formation of a Rural Development major committee; Field Crop and Horticultural Crop committees will discuss and prioritize their own commodity-specific pest management issues while the Pest Management Committee will deal with broad issues in pest management such as minor use registrations and cross-crop sector

issues. Technical Working Groups, such as the Ontario Weed Committee (OWC) and Ontario Crop Protection Committee (OCPC), will continue to produce technical recommendations for OMAFRA publications.

2.2 Terms of Reference

a) Regular review of the broad aspects of agri-food and rural research, extension, and education in Ontario with the object of:

- facilitating intergroup communication and co-ordination at management levels;
- assessing immediate and future needs and developing proposals to meet them;
- advising on joint uses of available facilities and personnel; and
- contributing information and ideas bearing on regional and national policies affecting agri-food industry and rural sectors.

b) To carry out special assignments on behalf of CARC appropriate to the above objectives.

c) To meet at least annually and to report through a designated representative to the annual meeting of CARC. Summary reports shall be sent to the Chair of CARC with copies to the Deputy Minister of Agriculture, Food and Rural Affairs for Ontario.

2.3 Membership

OASCC membership is comprised of senior management representatives from Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Agriculture and Agri-Food Canada (AAFC), and the University of Guelph, as well as the Chairs of the nine Research and Services Committees. Although not official members of OASCC, industry and agri-food organizations are invited to participate in the proceedings. OASCC is currently chaired by the Assistant Deputy Minister, Research and Corporate Services Division, OMAFRA.

Current (1999) OASCC member organizations are shown in Appendix ONE-A, on page ONE-9.

2.4 Duties

The Committee meets annually to review the recommendations from its various OASCC Research and Services Committees and to be updated on research and service activities. OASCC has a mandate to regularly review the broad aspects of agri-food research, extension and education in Ontario to:

- facilitate communications and co-ordination among its members;

- assess immediate and future needs, and developing proposals and recommendations to address them;
- advise on most effective and efficient uses of people and facilities;
- contribute information and ideas about regional and national policies affecting agriculture and food.

2.5 Committee Structure

To date, the 9 OASCC Research and Services Committees are: (*terms of reference for each committee are shown in* Appendix ONE-B to ONE-J *on pages ONE-11 to ONE-28)*

1. **AGRICULTURAL ECONOMICS** – Identifies and prioritizes current and future agricultural economics research and service needs of the stakeholders in the Ontario agri-food industry. Major areas of interest are management and production economics, marketing, and natural resources development. Recommendations are made to address research gaps, re-allocation and re-directions of current research effort.

2. **AGRICULTURE AND FOOD ENGINEERING** – Assesses and establishes priorities to address engineering research needs in the crops, livestock, environmental and food processing sectors. Research gaps, resource re-allocation and re-direction of research effort are addressed through recommendations.

3. **ANIMAL** – reviews Ontario's animal research and service needs as identified by the animal sub-committees. The committee assesses and establishes research priorities amongst the animal species. Recommendations are made to address research gaps, re-allocation and re-directions of current research effort.

4. **SOIL, WATER AND AIR** – Identifies soil, water and air research required in relation to future needs and opportunities for development of the agricultural industry in Ontario while preserving and protecting the environment. Recommendations are made to deal with research gaps, re-allocation of resources and re-directions of research effort

5. **FOOD PROCESSING** – through its sub-committees it identifies and prioritizes food research and service needs. The committee makes recommendations which deal with research gaps, re-allocation and re-direction of research effort.

6. **HORTICULTURAL CROPS** – through its sub-committees it identifies and prioritizes research needs for crop production, including pest management, and makes recommendations to address research gaps, re-allocation of support or re-direction of current research effort.

7. **FIELD CROPS** – through its sub-committees it evaluates research priorities, in crop production including pest management, and prepares recommendations to address research gaps, change emphasis, or re-direct research resources.

8. **PEST MANAGEMENT** – identifies broad cross-commodity pest management issues and recommends on their solutions. This includes minor use candidates and Food Systems Research priorities.

9. **RURAL** – identifies and prioritizes research and service needs which affect the sustainability of the economic, social and environmental conditions of rural Ontario. The committee also makes recommendations to address research gaps, re-allocation of support or re-direction of current research effort.

2.6 Research and Service Sub-Committee Structure and Function

Many of the OASCC Research and Services Committees are further divided into sub-committees and technical working groups. In total, there are nearly ninety committees and groups with a membership close to 1000. These committees are comprised of researchers, government and stakeholder groups. Each of these groups reports their members' views on what the future research and service priorities of their particular commodity or discipline should be.

The OASCC Research and Service Committees, with their respective Sub-Committees and Technical Working Groups, are shown diagrammatically in the figure, Appendix ONE-K on page ONE-29. OASCC reports for 1999 can be viewed on the website: http://www.gov.on.ca/OMAFRA/english/research/oascc/index.html. As well, a listing of the scheduled meeting dates is posted.

3. AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO (ARIO)

3.1 Purpose

The Agricultural Research Institute of Ontario is a legislated corporate body reporting directly to the Minister of Agriculture, Food and Rural Affairs. It was created by the **ARIO Act (1962)** in order to:

- inquire into programs of research with respect to agriculture, veterinary medicine and consumer studies;
- select and recommend areas of research for the betterment of agriculture, veterinary medicine and consumer studies;
- stimulate interest in research as a means of developing in Ontario a high degree of efficiency in the production and marketing of agricultural products.

3.2 Membership

The ARIO is comprised of farmers and agribusiness people in a membership that reflects the broadly based nature of Ontario's agri-food industry. Up to 15 members plus one ex-officio, Agriculture and Agri-Food Canada (AAFC) are appointed by the Minister of Agriculture, Food and Rural Affairs who also appoints the Director of Research from the Ministry. The Ministry provides staff to assist in ARIO's operations.

For more information about ARIO, check the OMAFRA website: http://www.gov.on.ca/OMAFRA/english/research/ARIO1997_98/ario.htm.

3.3 Duties

The Institute meets up to six times a year to:

- review the objectives and results of research programs that the Ministry funds at universities, colleges, research institutions, and in agri-business;
- advise the Minister on the need to expand or reduce research levels in certain programs or subject areas;
- make recommendations to the Minister on the physical, human and financial resources needed to continue agriculture, food and rural research in Ontario at an effective level.

3.4 Research Funding

The Ontario government, through the Ministry of Agriculture, Food and Rural Affairs, provides most of the research funding. However, under the **ARIO Act**, the Institute may accept grants and donations for research. These funds usually come from commercial sources and are designated for specific projects. ARIO's Director of Research holds these funds in trust.

4. CANADIAN AGRI-FOOD RESEARCH COUNCIL (CARC)

4.1 Background (from the CARC Website)

CARC was established in 1974 as a non-profit organization and incorporated in 1985. It was created to advise the National Agricultural Co-ordinating system (originally established in 1932) on the state and needs of national programs for agricultural research and development. In 1994, CARC's mandate was augmented to be directly responsible for the co-ordination of research and development as well as technology transfer.

CARC has an extensive committee system consisting of provincial, national, standing and sub-committees. Whenever necessary, an ad hoc committee or a working group is formed to address specific issues.

CARC's national and provincial committee structure has more than 800 participants from across the country that identifies issues and opportunities to be addressed through agri-food research and development. Provincial agricultural coordinating committees represent regional research and development interests and interact with CARC's Canada committees to resolve issues of national interest.

On an annual basis, CARC's Priority Setting Committee, with the assistance of the committee system, identifies major priority areas. Priorities are rated according to impact, urgency and capability. As part of its objectives, CARC, on a five year basis, updates the National Strategy for Agri-Food Research and Technology Transfer. It also assists industry with the development of sectorial strategies (i.e. dairy, swine, forage, sheep, etc.).

In 1995, CARC accepted to take the lead, in co-operation with the Canadian Federation of Humane Societies, in updating and developing codes of practice for the care and handling of farm animals. Canada is highly respected internationally for its codes of practice.

4.2 Membership of CARC

There are approximately 37 members on Council, (50% industry and 50% university and governments).

4.3 ICAR Research Database

Another responsibility of CARC, is the administration and maintenance of a national database for agri-food research in Canada. In 1974, CARC established the **Inventory of Canadian Agri-food Research (ICAR)**. In **1984** ICAR it became available on-line through the Canadian On-Line Enquiry System (**CAN/OLE**) of the Canada Institute for Scientific and Technical Information (**CISTI**), a comprehensive inventory of all areas of Canadian science and technology.

ICAR contains detailed information on more than 4,000 research projects in agriculture, food, human nutrition, and biotechnology carried out by Canadian industry, universities and provincial and federal establishments. Researchers and managers provide the basic information, and the database is routinely updated every year. It documents past and present research activities and is useful for planning new agri-food and rural research or for setting research priorities.

For more information about CARC, see website: http://www.carc-crac.ca

APPENDIX ONE-A: LIST OF 2000 OASCC MEMBER ORGANIZATIONS

AAFC	OMAFRA	UNIVERSITY OF GUELPH
Directors: - Director General, Eastern Region, Research Branch - Centre for Animal & Food Research - Animal Diseases Research Institute - Eastern Cereal & Oilseed Research Centre - Southern Crop Protection & Food Research Centre	**Assistant Deputy Ministers:** - Research & Corporate Services Division - Agriculture & Rural Division - Food Industry Division - Policy & Farm Finance Division **Managers:** - Research Programs - Education, Lab Programs **Directors:** - AgriCorp - Crop Technology & Field Services West - Food Inspection Branch - Food Industry Competitiveness Branch - Research & Corporate Services Division - Livestock Technology & Field Services East - Market Development Branch - Policy Analysis Branch - Policy & Program Co-ordination Branch - Resources Management & Filed Services South - Economic Development & Field Services North - Client Services & Field Services Central	**Administrators:** - Vice President, Research Dean, Ontario Agricultural College (OAC) - Dean, Ontario Veterinary College (OVC) - Executive Director, Research Programs **Directors:** - Alfred College - Kemptville College - Ridgetown College **Research Program Directors:** - Animals - Food - Plants - Resource Management & Environment - Sustainable Rural Communities **Chairs, OAC:** - Agricultural Economics & Business - Animal & Poultry Science - Plant Agriculture - Environmental Biology - Food Science - Land Resource Science - School of Rural Planning & Development **Chairs, OVC**: - Biomedical Science - Clinical Studies - Pathobiology - Population Medicine **Other College Chairs:** - Land Stewardship - Landscape Architecture - School of Engineering, CPES
CHAIRS OF OASCC COMMITTEES **Research & Service Committees:** - Agricultural Economics - Agriculture & Food Engineering - Animal - Field Crops - Food Processing - Horticultural Crops - Pest Management - Soil, Water & Air - Rural		

APPENDIX ONE-B: AGRICULTURAL ECONOMICS RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE (1998)

Mandate

The Ontario Agricultural Services Co-ordinating Committee (OASCC) accepted a proposal in 1971 for the formation of an Agricultural Economics Research and Services Committee.

After a period of inactivity the committee was reformed in 1998 to provide direction for the agricultural economics research funded by OMAFRA. At this time the rural component of the previous committee was removed and formed its own committee.

The purpose of the committee is to identify and prioritize future agricultural economics research and service needs of the stakeholders in the Ontario agri-food industry.

Terms Of Reference

- To identify matters requiring agricultural economics research in the context of the problems and needs of the Province of Ontario.
- To communicate and discuss ongoing research with respect to objectives, procedures and results.
- To assess and make recommendations on:
  - Priorities which attach to the problems so identified;
  - Research needs and attach priorities in terms of research effort, that should be: (a) expanded, (b) maintained at current level, or (c) reduced;
  - Programs and projects in agricultural economics which should be initiated, modified, or terminated; and;
  - Effective co-ordination of research.
- To recommend institutions which, or individuals who, could effectively be responsible for particular research projects.
- To report annually to OASCC summarizing the research area including recommendations on resource use and allocation.

Major interest areas of the committee are as follows:

- Farm Management And Production Economics
  - Cost of production
  - Farm planning models
  - Farm business organization and finance
  - Bio-economics
  - Production economics.

- Impact of new technology on the farm/rural community

- Marketing:

  - Examining market structure, conduct, and performance
  - Criteria for assessing the performance of policy, marketing boards, and the economy in general.
  - Foreign and domestic trade
  - More accurate outlook and market information services.

- Natural Resources Development:

  - Land use
  - Environment
  - Land planning
  - Human and community needs in society
  - Pressure on the environment or land use or the human resource from development
  - Socio-economic conditions in the farm/rural community

Committee Structure:

Initially to be formed as a single committee. The committee will determine if working groups or subcommittees are required.

APPENDIX ONE-C: AGRICULTURE AND FOOD ENGINEERING RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

The Agricultural Engineering Research and Services Committee was commissioned at the October, 1972 meeting of OASCC. A reorganization of the committee to add subject matter subcommittees was accepted in 1981. In 1986, a recommendation was accepted by OASCC to expand the subcommittees to include Food Engineering and to rename the overall committee to the Ontario Agriculture and Food Engineering Research and Services Committee. In 1991, a recommendation was accepted by OASCC to rename the Soil and Water subcommittee to Rural Environment Engineering subcommittee. In 1992, a recommendation was accepted by OASCC to rename the Structures and Environment subcommittee to Structures and Building Environment subcommittee. In 1994, a recommendation was accepted by OASCC to rename three subcommittees; the On-Farm Energy & Processing, Power & Machinery and Structures & Building Environment subcommittees became Systems Engineering, Crops Engineering and Livestock Engineering, respectively. This facilitated harmonization with the University of Guelph's research programs. In 1996, the Systems Engineering Subcommittee was amalgamated with the other four subcommittees. The 1999 subcommittees are :

- Crops Engineering Subcommittee,
- Rural Environment Engineering Subcommittee
- Livestock Engineering Subcommittee
- Food Engineering Subcommittee.

Main Committee:

- To review reports submitted by the subject matter committees.
- To assess and establish priorities for agriculture and food engineering research and service programs.
- To present reports and resolutions to the OASCC outlining the needs for agriculture and food engineering research and service to:
  - include cost/benefit information where available;
  - recommend facilities and personnel that will be required to accomplish these objectives;
  - recommend where the research should be carried out;
  - recommend how funds might be obtained or freed to conduct new research.
- To meet and assess research and information transfer progress as provided by subject matter committees.
- The Agriculture and Food Engineering Research and Services Committee will appoint the Chairs of the subject matter committees for a four-year term of office and will approve the membership of the subject matter committees.

Membership :

- Appointed by Institutions:
  - Representative of the School of Engineering, University of Guelph.
  - Representative of each of the Ontario Colleges of Agricultural Technology.

- Representative of the Engineering Programs Unit, Resources & Management Programs

- Representing subject matter subcommittees :

  - Chairperson of the Crops Engineering Subcommittee.
  - Chairperson of the Rural Environment Engineering Subcommittee.
  - Chairperson of the Livestock Engineering Subcommittee.
  - Chairperson of the Food Engineering Subcommittee

Subject Matter Subcommittees :

Four subcommittees cover the subjects into which agricultural engineering has been traditionally divided.

- Crops Engineering (was Power and Machinery) - Buildings, equipment and integrated production systems in the area of crops from an engineering perspective.

- Rural Environment Engineering - Pollution abatement technology, drainage, irrigation, land development, all environmental issues outside structures.

- Livestock Engineering - Farm buildings and their internal environment, equipment and integrated production systems in the area of livestock from an engineering perspective.

- Food Engineering - Processes, equipment and technology related to the production aspects of food processing.

Terms of Reference:

- To review research work and service programs being carried out in Ontario and elsewhere

- To disclose problems that face the agri-food industry and which require investigation.

- To assess and suggest priorities for new research, development, service and information transfer programs and recommend which programs presently underway should be continued, expanded or terminated.

- To make recommendations on:

  - planning and conducting co-operative research, development, service and information transfer projects

  - dividing and allocating research projects in order to provide co-ordination and to avoid unnecessary duplication between stations.

APPENDIX ONE-C: AGRICULTURE AND FOOD ENGINEERING RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

- To estimate, where possible, costs involved in the conduct of new programs and to supply cost/benefit information
- To recommend, where possible, how funds might be obtained or freed to expand current programs or conduct new programs
- To supply a written report, at least annually, to the Agriculture and Food Engineering Research and Services Committee
- To participate in the planning and execution of meetings: to share research, development, service and information progress and to determine problem areas that need to be addressed.

APPENDIX ONE-D: ANIMAL RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

In November 1969, the Animal Research and Services Committee presented recommendations for committee organization and in 1970, terms of reference and structure of the committee were finalized. Subcommittees were established in 1970 to represent dairy, beef, swine, poultry, and sheep. The chair of each species committee reports annually to the Ontario Animal Research and Services Committee. The committees included aquaculture, beef, dairy, equine, fur bearing animals, goat, pork, poultry (broiler, egg layer and turkey) and sheep. A deer research and services committee was added in 1992.

The Ontario Animal Research and Services Committee includes animal research managers from the University of Guelph, the Animal Research Centre and the Animal Diseases Research Institute in Ottawa, and the colleges of Agricultural Technology, as well as representatives from Livestock Technology Branch, Veterinary Laboratory Services, and Farm Business Management, and industry.

Main Committee:

- To review reports submitted by the species subcommittees.
- To assess and establish priorities for research and services programs among livestock species.
- To present reports and resolutions to the OASCC members outlining the needs for animal research and services and:
  - include cost benefit information;
  - recommend research and services facilities and personnel that will be required in the investigations and/or delivery;
  - recommend where the research and services should be carried out; and
  - recommend how funds might be obtained or freed to conduct new research and services.
- To meet and assess research and service progress.
- The Animal Research and Services Committee will appoint the chairman of each species committee for a four-year term of office and will approve membership of the species committees.

Sub-committees:

- Aquaculture
- Beef
- Dairy
- Deer
- Equine
- Sheep
- Fur-Bearing
- Goat
- Broiler
- Egg Layer
- Turkey
- Pork

APPENDIX ONE-D: ANIMAL RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

Terms of Reference:

- To review animal research and service being carried out in Ontario (Sub-committees: Aquaculture, Beef, Dairy, Deer, Equine, Fur Bearing, Goat, Pork, Sheep, Broilers, Egg Layers, and Turkey).
- To disclose problems that face the animal industry and which require investigation.
- To assess the relevance of the research and service programs and suggest priorities for new research programs, and to recommend what programs presently underway should be continued, expanded, or terminated.
- To estimate the cost involved to conduct research and service programs and to supply cost-benefit information if possible.
- To supply this information in written reports to the Ontario Animal Research and Services Committee.
- To invite researchers in Ontario to information meetings where progress in research with animals can be presented.
- To function through an animal species chairman who will be appointed by the Animal Research and Services Committee. The appointment of the chair will be for four years and may serve an additional four-year period with at least a four-year absence in between each period.

APPENDIX ONE-E: SOIL, WATER AND AIR RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

The Ontario Soil, Water and Air Research and Services Committee (OSWARSC), formed in 1971, has three subcommittees, namely, the Ontario Agrometeorology Research and Services Committee, the Ontario Soil Management Research and Services Committee, and the Ontario Water Management Research and Services Committee.

Main Committee:

- To identify soil, water and air research required in relation to present and future needs and opportunities for development of the agri-food industry in Ontario.
- To assess and make recommendations on the priorities to be applied to these matters.
- To facilitate means of meeting such needs efficiently with the resources available from time to time by:
  - considering and approving chairmen and membership of subcommittees;
  - evaluating cost-benefits of the research;
  - examining the suitability of institutions or persons to assume responsibility for various research programs;
  - projecting resources needed for the research;
  - describing how resources may be obtained or freed for new programs required;
  - reviewing operations of subcommittees through reports submitted;
  - reporting to OASCC on such matters as required;
  - promoting greater interaction between scientists in soil management, water management, agrometeorology and between scientists and extension personnel.

Sub-Committees: There are the following 3 sub-committees:

1. Agrometerology

- To identify the requirements for research in the agrometeorology area in relation to present and future needs of the agricultural industry of Ontario.
- To assess and make recommendations on the research priorities.
- To facilitate ways and means of meeting the research needs in the agrometeorology area by:
  - bringing together from time to time various research, extension, and scientific service personnel to consider particular problem areas;
  - exchanging information on interests, capabilities, projects, accomplishments, and available resources of research workers in the agrometeorology area;
  - evaluating costs and benefits of research and services
  - proposing new directions of research and services;
  - projecting resources needed to accomplish research objectives;
  - reporting to OSWARSC on these matters.

2. Water Management :

The duties and terms of reference for this committee were revised in 1990 as follows:

- To prepare, update and maintain an inventory of water management research and services relevant to agriculture and its associated environmental concerns.
- To identify water management, research and services required to enhance the agricultural industry and to mitigate associated environmental impacts resulting from agricultural activities.
- To establish priorities for implementation and continuation of research and services and to make specific recommendations to the Ontario Soil, Water, and Air Research and Services Committee.
- To report annually to the Ontario Soil, Water, and Air Research and Services Committee on this subcommittee's activities.
- To ensure that the Ontario Soil, Water, and Air Research and Services Committee's concerns and subsequent recommendations are relayed to agricultural groups and research agencies showing interest in water management.
- To engage in the transfer of results of research and services of water management to agricultural groups, agencies and the public.

3. Soil Management:

- To assist in bringing together farmer user, industry, research, extension and regulatory personnel to discuss soil management problems in Ontario.
- To formulate recommendations concerning fertilizer use and other soil management practices.
- To forward recommendations to the Provincial Soil Testing Laboratory and the OMAFRA Publications Committee.
- To provide a forum for the exchange of research information and co-ordination of research efforts on soil management problems in Ontario.
- To define research requirements in relation to present and future needs and opportunities for development of the agricultural industry.
- To make recommendations to the Ontario Soil, Water and Air Research and Services Committee concerning the requirements and priorities for research and services.

- To suggest ways of meeting the research and services requirements by:
  - evaluating cost-benefits;
  - recommending appropriate institutions to do the work;
  - projecting resources needed;
  - describing how resources may be obtained or freed for the work.

4. Field Crops sub-committee of Soil Management

- To formulate recommendations concerning fertilizer use and other soil management practices.
- To define research and service requirements in relation to present and future needs and opportunities for development of the agricultural industry.
- To suggest ways of meeting the research and service requirements by:
  - evaluating research and service costs and benefits;
  - projecting resources needed for the research and services;
  - recommending the appropriate institutions for the research and services;
  - describing how resources might be obtained or freed for the research and services.

APPENDIX ONE-F: FOOD PROCESSING RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

Terms of Reference:

- To identify and evaluate food research and development (R&D) as well as service needs and issues within the province.
- To present and prioritize recommendations that facilitate the effective conduct of publicly funded food R&D within the province.
- To encourage co-ordination, dialogue and networking with the aim of maximizing the use of food R&D and service expertise and resources within the province.
- To establish expert subcommittees to identify and evaluate industry sector food R&D and service needs and issues within the province.
- To report to the Ontario Agricultural Services Co-ordinating Committee (OASCC) at least annually.

Sub-committees:

Four sub-committees cover the following subjects:

- Cereal Grains and Oilseeds Products and Processing
- Fruit and Vegetable Products and Processing
- Meat Products and Processing
- Dairy Products and Processing (was inactive in 1999).

APPENDIX ONE-G: HORTICULTURAL CROPS RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

Main Committee:

- To review reports submitted by commodity committees.
- To assess the requirements for horticultural crops research and services.
- To establish priorities for horticultural crops research and services.
- To assess progress in horticultural crops research and services.
- To present reports and recommendations to OASCC describing the needs for horticultural crops research and services including information in relation to :
  - cost-benefit;
  - research and service facilities and personnel required in the investigation(s);
  - location best suited for the investigation(s);
  - how funds might be obtained or freed to conduct new research and services;
  - operation of subcommittees.
- To consider and approve chairs, vice-chairs and members of subcommittees.

Sub-Committees:

- Agroforestry
- Crucifer Crops
- Grape & Wine
- Muck Crops
- Tender Fruit
- Ginseng
- Sweet Corn
- Greenhouse & Protected Crops
- Apiculture & Pollination
- Greenhouse Floriculture
- Nursery/Landscape/Turf
- Low Acreage & Special Crops
- Berry Crops
- Potato
- Tomatoes
- Apple

Terms of Reference:

- To prepare research and service summaries and to recommend research and services priorities in Ontario for appropriate horticultural crops.
- To disclose problems that face the appropriate industry which require investigations.
- To co-ordinate research and services planning and co-operation.
- To assess and suggest priorities for new programs and recommend which programs presently underway should be expanded or terminated.
- To estimate, where possible, costs involved in the conduct of new research and services programs and to supply cost-benefit information.
- To suggest, where possible, how funds might be obtained or freed to conduct new research and development.

APPENDIX ONE-G: HORTICULTURAL CROPS RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

- To present written reports and recommendations to the Horticultural Crops Research and Services Committee.
- To invite additional research and development personnel to information meetings where progress within crops can be presented.
- To assist in the preparation of recommendations for grower use.
- To contact federal, provincial, university, and industry managers for representatives to serve on the committees.

APPENDIX ONE-H: FIELD CROPS RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

Main Committee:

- To review reports submitted by Crop Committees.
- To assess requirements for field crop research and services.
- To establish priorities for field crop research and service programs.
- To assess progress in field crop research.
- To present reports and recommendations to the Ontario Agricultural Services Co-ordinating Committee describing the needs for field crop research and services and including information in relation to:
  - cost-benefit
  - research facilities and personnel required in the investigation(s)
  - location best suited for the investigation(s)
  - how funds might be obtained or freed to conduct new research or service
  - operations of crop committees

NOTE: Reports are to be made to OASCC Executive Committee during its meeting in January each year. Such reports are for budget use in the following year.

- To consider and approve chairs and members of each crop committee.
- To appoint representatives to other OASCC Research and Services Committees when requested.
- To provide an inventory of the research effort in field crops.

Sub-Committees:

- Pulse
- Cereal Crops
- Forage Crops
- Corn
- Tobacco
- Oil & Protein Seed

Terms of Reference:

- To review research and service work being carried out in Ontario on appropriate crops.
- To disclose problems that face the appropriate industry and which require investigation.
- To co-ordinate research and services where possible by:
  - planning and conducting co-operative projects and
  - dividing and allocating projects in order to avoid duplication between stations.

crop-committees con't

- To assess and suggest priorities for new research and service programs and recommend which programs presently underway should be continued, expanded or terminated.

- To estimate, where possible, costs involved in the conducting of new research programs and to supply cost-benefit information.

- To recommend, where possible, how funds might be obtained or freed to conduct new research.

- To supply the above information in written reports to the Field Crops Research and Services Committee.

- To invite research personnel to information meetings where progress in research within crops can be presented.

- To prepare summaries of research data.

- To consider and make recommendations with respect to the licensing of varieties and the registration of agricultural chemicals.

- To prepare recommendations for farm use.

- Crops considered by crops committees:

  - Cereal Crops Committee - oats, barley, wheat, buckwheat, rye, triticale
  - Corn Committee - corn, sorghum
  - Pulse Committee - white pea beans, coloured beans, peanuts and sweet lupines
  - Forage Crops Committee - all forage crops with the exception of those considered by other committees
  - Oil and Protein Seed Crops Committee - soybeans, flax, sunflowers, canola, fababeas, peas
  - Tobacco Committee - all tobacco types

APPENDIX ONE-I: PEST MANAGEMENT RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

Main Committee:

- To establish priorities for pest management research and service programs for broad issues across commodities.
- To assess the requirements for pest management research and services.
- To assess progress in pest management research.
- To provide the OASCC with information detailing the needs for pest management research and services, providing where possible data re:
  - cost-benefit analyses
  - assessment of resources (personnel, facilities, financial)
  - most suitable location for investigations.
- To provide a forum for agri-business and grower associations to communicate pest management issues and priorities
- To oversee the activities of the two Technical Working Groups:
  - Ontario Weed Committee
  - Ontario Crop Protection Committee

APPENDIX ONE-J: RURAL RESEARCH AND SERVICES COMMITTEES' TERMS OF REFERENCE

The whole OASCC system was reviewed in 1997-98. The review suggested that the Rural Development sub-committee of the Agricultural Economics Research and Services Co-ordinating Committee be removed from the Economics umbrella. Thus the Ontario Rural Community Development Research and Services Committee (ORCDRSC) was established in the fall of 1998. It was renamed the "Rural Research and Services Committee" in the fall of 1999.

Mandate:

To identify and prioritize future research and service needs which affect the sustainability of the economic, social and environmental conditions of rural Ontario as determined by Ontario rural stakeholders.

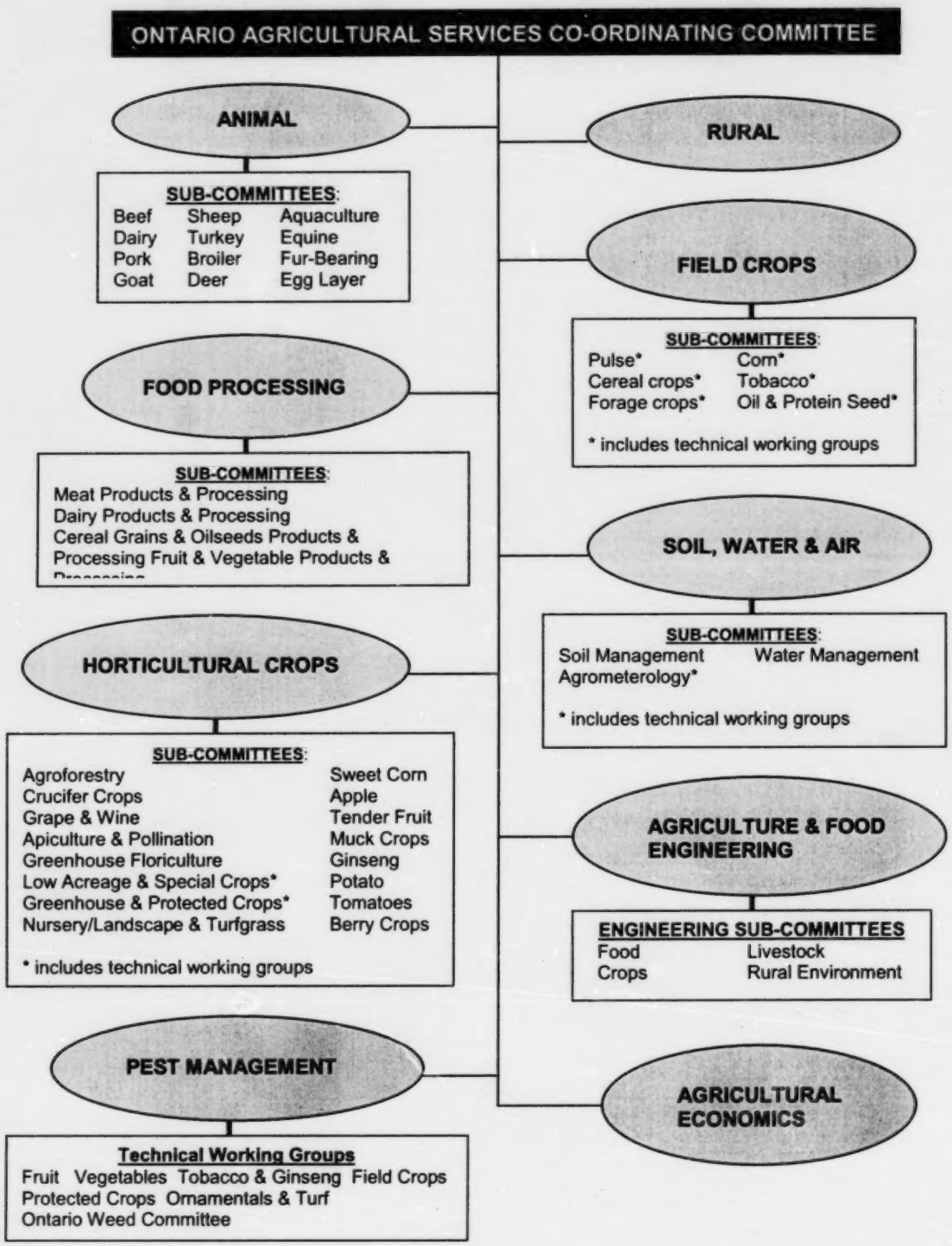
Membership:

- Rural community development practitioners
- Three levels of government (Municipal, Provincial and Federal)
- Researchers

Terms:

- To assess and establish priorities for rural economic development research and service programs
- To communicate and discuss on-going rural research with respect to objectives, procedures and results
- To recommend institutions which, or individuals who, could effectively be responsible for particular research and service needs
- For members to be responsible for gathering research and service needs of the organizations that they represent
- To liaise with the Economics Research and Services Committee for greater effectiveness and efficiency
- To report annually to OASCC summarizing the prioritized needs for rural research and recommendations on resource use and allocations

APPENDIX ONE-K: DIAGRAM OF OASCC RESEARCH AND SERVICES COMMITTEES WITH RESPECTIVE SUB-COMMITTEES

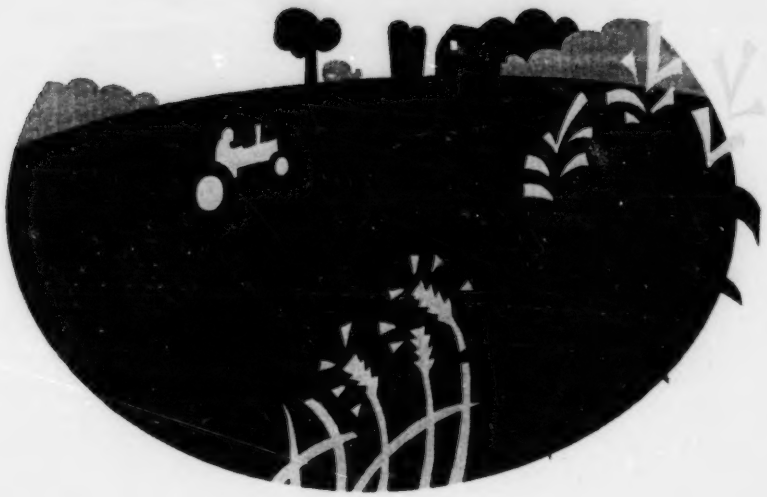


APPENDIX ONE-L: ACRONYMS

ACRONYM	MEANING
AAFC	Agriculture and Agri-Food Canada
ACC	Agricultural Co-ordinating Committee
ARIO	Agricultural Research Institute of Ontario
CAN/OLE	Canadian On-Line Enquiry System
CARC	Canadian Agri-Food Research Council
CISTI	Canadian Institute for Scientific and Technical Information
ICAR	Inventory of Canadian Agri-Food Research
OASCC	Ontario Agricultural Services Co-ordinating Committee
OWC	Ontario Weed Committee
OCPC	Ontario Crop Protection Committee
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
RCSD	Research and Corporate Services Division

ONTARIO AGRICULTURAL SERVICES CO-ORDINATING COMMITTEE

MANUAL



SECTION TWO (of Three):

OPERATIONAL GUIDELINES

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SECTION TWO: OPERATIONAL GUIDELINES

1. OASCC RESEARCH AND SERVICES COMMITTEE CHAIRS

1.1 Appointment and Term:

OASCC Research and Services Committee chairs shall be appointed for up to a four-year term (i.e. four annual meetings) by the Chair of OASCC.

1.2 Chair Candidates:

OASCC Research and Services Committee chairs shall be selected from research and service departments, branches or divisions of federal, provincial or municipal governments, university groups, agribusiness, industry or rural organizations, with the understanding that the proposed member's organization will cover the costs associated with the chair's position (i.e. cost of chair's travel, sending of meeting notices, report writing, etc.)

1.3 Chair Duties:

- Work with respective OMAFRA Research Analyst (RCSD) to recruit appropriate committee representatives. These representatives should be recruited from all segments of the respective industry and/or sector;
- Select and/or approve Chair(s) and Vice-Chair(s) of sub-committee(s) from research and service departments, branches or divisions of federal, provincial or municipal governments, university groups, agribusiness, industry or rural organizations, with the understanding that the proposed member's organization will cover the costs associated with the chair's position (i.e. cost of chair's travel, sending of meeting notices, report writing, etc.)
- Appoint a recording secretary for committee minutes;
- Set committee meeting date, place and agenda;
- Send meeting notification to members, respective Research Analyst (RCSD), and other related OASCC committee chairs (e.g. Rural Community to notify Economics Chair);
- Respond to sub-committee's recommendations;
- Communicate research priorities with other committee chairs where appropriate;
- Write annual and 4-year report with assistance of Vice Chair,

respective Research Analyst (RCSD) and secretary (see Section THREE: REPORTS).

- Chair committee meeting(s) at which research and service suggestions (from sub-committees and technical working groups) will be discussed and priorities established.

2. OASCC RESEARCH AND SERVICES COMMITTEE VICE-CHAIRS

2.1 Appointment and Term:

OASCC Research and Services Committee Vice-Chairs shall be appointed and/or approved for a term not exceeding 4 years (i.e. four annual meetings) by the Chair of OASCC.

2.2 Vice-Chair Candidates:

OASCC Research and Services Committee Vice-Chairs shall be selected from research and service departments, branches or divisions of federal, provincial or municipal governments, university groups, agribusiness, industry or rural organizations, with the understanding that the proposed member's organization will cover the costs associated with the Vice-Chair's position (i.e. cost of chair's travel, sending of meeting notices, report writing, etc.)

2.3 Vice-Chair Duties:

The Vice Chair will assist the chair in all duties and take the Chair's role whenever the Chair is absent.

3. OASCC RESEARCH AND SERVICES COMMITTEE MEMBERS

3.1 Appointment and Term:

OASCC Research and Services Committee members shall be appointed for a three-year term (i.e. 3 annual meetings), with no more than one third of the committee changing each year. Members can be re-appointed for additional terms.

3.2 Member Candidates:

Members of OASCC Research and Services committees shall be drawn from research and service departments, branches, or divisions of federal, provincial and municipal governments, university, industry, agribusiness and rural organizations. Membership should include technology transfer specialists, economists, international trade, marketing, and regulatory/inspection specialists and ensure where appropriate, representation from the public with consumer, environmental

and societal interests. Committee membership should comprise representation from all segments of the industry/sector.

3.3 Member Duties:

Committee members shall attend the meetings called by the chair. Members should prepare a short document summarizing their organization's view about the research and service needs of their industry/sector for presentation at the annual meeting.

These summaries will facilitate the Research and Services Committee's task of setting the research priorities and service needs for their industry/sector.

4.0 RESEARCH AND SERVICES SUB-COMMITTEE CHAIRS

4.1 Appointment and Term:

OASCC Research and Services Sub-Committee Chairs shall be appointed and/or approved by the Chair of the respective OASCC Research and Service Committee for a term not exceeding 4 years (i.e. four annual meetings).

4.2 Chair Candidates:

Research and Services Sub-Committee Chairs shall be selected from research and service departments, branches or divisions of federal, provincial or municipal governments, university groups, agribusiness, industry or rural organizations, with the understanding that the proposed member's organization will cover the costs associated with the chair's position (i.e. cost of chair's travel, sending of meeting notices, report writing, etc.)

4.3 Chair Duties:

- Work with respective Research Analyst (RCSD) and Vice-Chair to recruit appropriate committee representatives. These representatives should be recruited from all segments of the respective industry and/or sector;
- Appoint a recording secretary for committee minutes;
- Set committee meeting date, place and agenda;
- Send meeting notification to members, respective Research Analyst (RCSD) and other related Research and Services Sub-Committee chairs;
- Communicate research priorities with other Sub-Committee Chairs where appropriate;

- Chair committee meeting(s) at which research suggestions from members will be discussed and priorities established;
- Write annual and 4 year report with assistance of Vice Chair.

5. RESEARCH AND SERVICES SUB-COMMITTEE VICE-CHAIRS

5.1 Appointment and Term:

Research and Services Sub-Committee Vice-Chairs shall be appointed and/or approved by the Chair of the respective OASCC Research and Service Committee for a term not exceeding 4 years (i.e. four annual meetings).

5.2 Vice-Chair Candidates:

Research and Services Sub-Committee Vice-Chairs shall be selected from research and service departments, branches or divisions of federal, provincial or municipal governments, university groups, agribusiness, industry or rural organizations, with the understanding that the proposed member's organization will cover the costs associated with the Vice-Chair's position (i.e. cost of chair's travel, sending of meeting notices, report writing, etc.)

5.3 Vice-Chair Duties:

The Vice Chair will assist the chair in all duties and take the Chair's role whenever the Chair is absent.

6. RESEARCH AND SERVICES SUB-COMMITTEE MEMBERS

6.1 Appointment and Term:

Research and Services Sub-Committee members shall be appointed for a three-year term (i.e. 3 annual meetings), with no more than one third of the committee changing each year. Members can be re-appointed for additional terms.

6.2 Member Candidates:

Members of Research and Services Sub-Committees shall be drawn from research and service departments, branches, or divisions of federal, provincial and municipal governments, university, industry, agribusiness and rural organizations. Membership should include technology transfer specialists, economists, international trade, marketing, and regulatory/inspection specialists and ensure where appropriate, representation from the public with consumer, environmental and societal interests. Committee membership should comprise representation from all segments of the industry/sector.

6.3 Member Duties:

Research and Services Sub-Committee members shall attend the meetings called by the Chair. Members should prepare a short document summarizing their organization's position about the research and service needs of their industry/sector for presentation to the meeting. These summaries will facilitate the Research and Services Committee's task of setting the research priorities and service needs for their industry/sector.

7. RESPONSIBILITIES OF ALL COMMITTEES

7.1 Setting Research Priorities:

- To identify and prioritize issues affecting the industry or sector represented by the committee.
- Review the research/current activities addressing each of the identified issues.
- Identify any gaps/barriers/deficiencies/opportunities between the prioritzed issue and the identified research/current activity addressing it.
- Make recommendations on how the gaps/barriers/deficiencies/opportunities can be solved (see the OASCC report template in Section THREE: Reports).

7.2 Committee Maintenance:

- Review the committee's terms of reference.
- Review the method of operation of the committee.
- Review the committee's relevance.
- Forward copies of minutes and reports to the Research Branch, Research and Corporate Services Division office of OMAFRA.

7.3 Other Committee Work:

- Prepare publications.
- Determine service needs for the industry or sector represented by the committee (to be determined after the research priorities are completed).
- Any other work defined by the terms of reference of the committee.

8. ROLE OF THE RESEARCH ANALYST, RCSD

8.1 With Ontario Agricultural Services Coordinating Committee (OASCC)

- Ex-officio member.
- Liaison between RCSD and chairs of both the OASCC committees and subcommittees.
- Provide resources to chairs of the subcommittees i.e. project listings, newly approved projects, project status reports, information regarding other funding sources (GrowOntario, Rural Job Strategy, CanAdapt).
- Provides an informal link with the University of Guelph research programs.
- Assists subcommittee and major committee chairs in ensuring appropriate industry/government/academia representation on the subcommittees.

8.2 With Agricultural Research Institute of Ontario (ARIO) / Research and Corporate Services Division (RCSD)

- Supports ARIO through the annual program review process and through program updates.
- Drafts ARIO responses to OASCC recommendations.
- Monitoring of OMAFRA/UofG Enhanced Partnership.
- Coordinating special research funding.
- Representation of division on intra/inter government committees.

8.3 University of Guelph Partnership

- Liaison between OMAFRA/RCSD and the University of Guelph.
- Project monitoring in conjunction with the Program Director.
- Information resource.
- Participate on appropriate program executive committees.
- Participate in review & approval process of new & existing projects.

8.4 Research Stations Operation (RSO)

- Where appropriate, there should be an awareness of the activities of RSO - an informal link through participation on program executive committees.

8.5 Ontario Ministry of Agriculture Food & Rural Affairs (OMAFRA)

- Act as a liaison with Agriculture and Rural Division, Food Industry, and Policy and Farm Finance Divisions' program managers, program leads and specialists.
- Heighten awareness of research between the university and OMAFRA extension staff.

8.6 Agriculture/Food/Rural Organizations

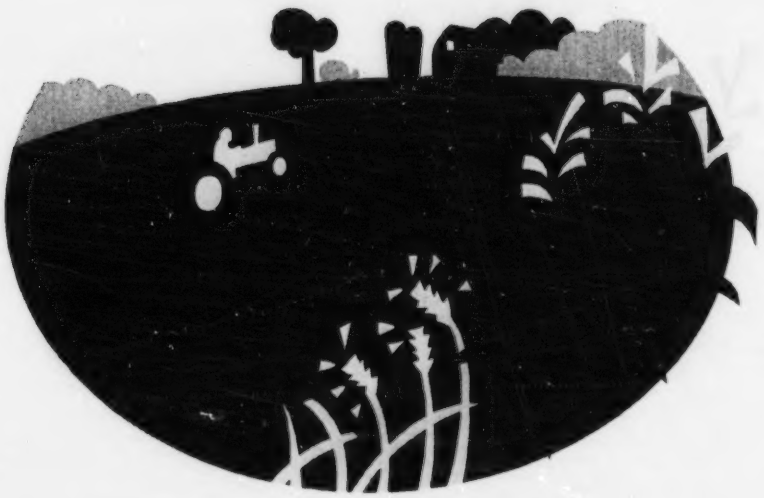
- Provide a liaison with OMAFRA funded research.
- Heighten awareness of research activity within the Enhanced Partnership between OMAFRA and University of Guelph.
- To act as a resource for research information.

APPENDIX TWO-A: ACRONYMS

ACRONYM	MEANING
ARIO	Agricultural Research Institute of Ontario
OASCC	Ontario Agricultural Services Co-ordinating Committee
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
RCSD	Research and Corporate Services Division
RSO	Research Station Operations
UofG	University of Guelph

ONTARIO AGRICULTURAL SERVICES CO-ORDINATING COMMITTEE

MANUAL



SECTION THREE (of Three):

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SECTION THREE: REPORTS

1. INSTRUCTIONS FOR STRATEGIC & ANNUAL REPORT TEMPLATES

1.1 Address for Submission:

- Submitted on white 8 1/2" x 11" paper and electronically by email or 3 1/2" floppy disks, using MS Word 7 or ready for conversion and forward to:

  Research Branch,
  Research and Corporate Services Division
  Ontario Ministry of Agriculture, Food and Rural Affairs
  1 Stone Rd. W., Guelph, N1G 4Y2

1.2 Strategic Report Cover Page:

- Cover should read as below (also see example on page THREE-4):

Ontario [committee name] Research and Services Committee
Four Year Strategic Report
[year] to [year]
Ontario Agricultural Services Co-ordinating Committee
[month, year]

1.3 Annual Report Cover Page:

- Cover should read as below (also see example on page THREE-8):

Ontario [committee name] Research and Services Committee
[year] Annual Report
To
Ontario Agricultural Services Co-ordinating Committee
[month, year]

1.4 Body of the Report:

- The body of the report should be single spaced with approximately 1 1/4 " margins on all sides.
- The recommended font is Times New Roman 12.
- **All pages must be numbered,** including blanks, with the page number in the centre of the bottom of the page. Odd numbered pages will appear on the right and even numbered pages will appear on the left in the finished document.
- Start each section on an uneven numbered page.

ONTARIO [committee name]

RESEARCH AND SERVICES COMMITTEE

FOUR YEAR STRATEGIC REPORT

[year] - [year]

TO

ONTARIO AGRICULTURAL SERVICES

COORDINATING COMMITTEE

[month, year]

2. STRATEGIC REPORT TEMPLATE

2.1 Table of Contents:

2.2 Executive Summary:

- Highlights of the report.

2.3 Mandate:

- Include a one-paragraph summary of your committee's mandate.
- Include a detailed summary of the committee's terms of reference.

2.4 Industry/Sector Scan:

- Major accomplishments since last strategic report (highlights only)
- Current state of the industry/sector
- Emerging issues

2.5 Report of Action Taken Since Last Strategic Report:

- Responses from ARIO; OMAFRA; AAFC; Others
- This section can be included as an appendix instead of being located in the body of the report.

2.6 Issues:

An issue is defined as a problem or opportunity that has the potential to affect an industry. It requires some sort of action to take advantage of the opportunity or to solve the problem in order to move the industry forward.

For each issue state the following:

- What is the issue?
- Research inventory/current activities.
- Gaps/barriers/deficiencies/opportunities (if any).

Note: Issues **must** be ranked in order of priority (i.e. using cost/benefit, and/or other factors as appropriate). IF THE COMMITTEE DOES NOT RANK THEM THE PRIORITY ORDER WILL BE THE ORDER IN WHICH THEY ARE LISTED.

2.7 Recommendation(s) Arising from the Identified Issues:

A recommendation is defined as the action that is required in order to address the issue.

- State the recommendation. i.e. What action do you want to occur – is more research required? Less? Can research be discontinued? Is a change in focus required?
- To whom is the recommendation addressed?
- How should the issue be resolved?
- Background – i.e. cost benefit/impact if nothing is done/benefit to society/external support
- See Schedule A for the format for recommendations.

Note: Recommendations are to be listed in order of priority. IF THE COMMITTEE PROVIDES NO RANKING, THE ORDER IN, WHICH THE RECOMMENDATIONS ARE LISTED, WILL BE ASSUMED TO BE THE PRIORITY ORDER. The alpha numeric priority system (i.e. 1B, 2A etc) as used in the past is no longer needed and should not be included.

2.8 Summary of Distribution of Recommendations:

- See chart below
- This section can be included as an appendix instead of being located in the body of the report.

To Agency(ies)

Recommendation	AAFC	ARIO	CC	CARC	OMAFRA	Other
1.xxxxxxxxxxxxxxxxxx 2.xxxxxxxxxxxxxxxxxx	X	X				

2.9 Appendices:

I. Sub-committee Reports (for main committees):

- Include sub-committee and other reports as appropriate.

II. Committee Membership:

- Include name, address, phone and fax numbers, internet address, organization represented, term of office (year). Also provide a listing, separate from the report, of committee membership for the coming year.
- Please separate the membership list into members and observers and indicate who was in attendance at the committee meeting.
- The suggested format for membership list is outlined in the table below:

Organization	Name	Contact Information	Term End

III. Committee Activities (optional):

- Meetings
- Proposed future activity/plans
- Special activities
- Task forces
- Special inquiries
- Issues oriented discussion
- New initiatives

ONTARIO [committee name]

RESEARCH AND SERVICES COMMITTEE

[year] ANNUAL REPORT

TO

ONTARIO AGRICULTURAL SERVICES

COORDINATING COMMITTEE

[month, year]

3. ANNUAL REPORT CONTENT

3.1 Table of Contents:

3.2 Executive Summary:

- Highlights of the report.

3.3 Mandate (optional):

Include only if there are changes from the most recent four – year strategic report.

- Include a one-paragraph summary of your committee's mandate.
- Include a detailed summary of the committee's terms of reference.

3.4 Industry/Sector Scan:

This is a review and update of the same section found in the four-year strategic report. REPORT ONLY CHANGES TO THE FOUR-YEAR STRATEGIC REPORT.

- Highlight major accomplishments since last strategic report (or annual report depending on where you are in the four-year strategic report period).
- Report any changes to the state of the industry/sector.
- Report any changes to the emerging issues.

3.5 Report of Action Taken Since Last Strategic/Annual Report:

This is a review and update of the same section found in the four-year strategic report.

- Responses from ARIO; OMAFRA; AAFC; Others
- This section can be included as an appendix instead of being located in the body of the report.

3.6 Issues:

This is a review and update of the same section found in the four-year strategic report. This section should be reviewed for any changes to the issues themselves (additional ones or deletions) and/or the priority ranking. Provide detail on any new issues and carry forward all relevant issues from the previous report. List all issues in order of priority.

(An issue is defined as a problem or opportunity that has the potential to affect an industry. It requires some sort of action to take advantage of the opportunity or to solve the problem in order to move the industry forward).

For each NEW issue state the following:

- What is the issue?
- Research inventory/current activities.
- Gaps/barriers/deficiencies/opportunities (if any).

Note: Issues **must** be ranked in order of priority (i.e. using cost/benefit, and/or other factors as appropriate). IF THE COMMITTEE DOES NOT RANK THEM THE PRIORITY ORDER WILL BE THE ORDER IN WHICH THEY ARE LISTED.

3.7 Recommendation(s) Arising from the Identified Issues:

This is a review and update of the same section found in the four-year strategic report. This section should be reviewed for any changes to the recommendations themselves (additional ones, revisions or deletions) and the priority ranking.

A current list of recommendations should be included, in order of priority. This list will include those recommendations that are still relevant (carried forward from the previous report) and any new recommendations. Provide detail for new recommendations only.

(A recommendation is defined as the action that is required in order to address the issue).

- State the NEW recommendation. i.e. What action do you want to occur – is more research required? Less? Can research be discontinued? Is a change in focus required?
- To whom is the recommendation addressed?
- How should the issue be resolved?
- Background – i.e. cost benefit/impact if nothing is done/benefit to society/external support
- See Schedule A for the format for recommendations.

Note: Recommendations are to be listed in order of priority. IF THE COMMITTEE PROVIDES NO RANKING, THE ORDER IN, WHICH THE RECOMMENDATIONS ARE LISTED, WILL BE ASSUMED TO BE THE PRIORITY ORDER. The alpha numeric priority system (i.e. 1B, 2A etc) as used in the past is no longer needed and should not be included.

3.8 Summary of Distribution of Recommendations:

- See chart below
- This section can be included as an appendix instead of being located in the body of the report.

To Agency(ies)

Recommendation	AAFC	ARIO	CC	CARC	OMAFRA	Other
1.xxxxxxxxxxxxxxxxxx 2.xxxxxxxxxxxxxxxxxx	X	X				

3.9 Appendices:

I. Sub-committee Reports (if any):

- Include sub-committee and other reports as appropriate.

II. Committee Membership:

- Include name, address, phone and fax numbers, internet address, organization represented, term of office (year). Also provide a listing, separate from the report, of committee membership for the coming year.
- Please separate the membership list into members and observers and indicate who was in attendance at the committee meeting.
- The suggested format for membership list is outlined in the table below:

Organization	Name	Contact Information	Term End

III. Committee Activities (optional):

- Meetings
- Proposed future activity/plans
- Special activities
- Task forces
- Special inquiries
- Issues oriented discussion
- New initiatives

ONTARIO [COMMITTEE NAME] RESEARCH AND SERVICES COMMITTEE

1. RECOMMENDATION NUMBER:

- List the recommendations in priority order

2. ISSUE:

- Identify the Issue

3. SOURCE:

- Optional. Use to identify the sub-committee(s) or organization(s) which brought forward the recommendation

4. OASCC LINKAGES:

- Other OASCC committee(s) who should consider the recommendation.

5. TARGET AGENCY:

- List the organization(s) that are expected to address the recommendation.

6. TITLE:

- Recommendation statement

7. DETAILS:

- Describes the objectives. How should the issue be resolved?

8. BACKGROUND:

- Be brief. The entire recommendation should be a maximum of two (2) pages.
- Describes:
  - Issue
  - Need
  - Economic/competitiveness implications as applicable
  - Environmental/agricultural resource implications as applicable and
  - Social/community implications as applicable.

ACRONYM	MEANING
AAFC	Agriculture and Agri-Food Canada
ARIO	Agricultural Research Institute of Ontario
CARC	Canadian Agri-Food Research Council
CC	Canada Committees (which report to CARC)
OASCC	Ontario Agricultural Services Co-ordinating Committee
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
RCSD	Research and Corporate Services Division